

CIC-1 Levels-of-Edit Chart



Proofreading Edit

The Proofreading Edit is designed for technical documents that are written primarily to meet an administrative requirement (e.g., archival reports) or have a very limited distribution. This minimal edit may also be the only alternative for a short turnaround time. In addition to proofreading the report, editors will look for violations of copyright law and Laboratory policy and will check for sequencing errors among headings, tables, figures, and references.



Grammar Edit

The Grammar Edit is designed for documents whose intended audience is the author's technical peers. Editors will correct problems identified in a Proofreading Edit plus problems that affect textual clarity. These problems include basic grammar and punctuation errors, word usage errors, and overly complex sentence structure.



Full Edit

The Full Edit is designed to polish technical documents that must meet rigid readability or format requirements (e.g., SOPs, manuals, or progress reports subject to critical review). It is also the recommended edit for any document intended for a broader audience than one of technical peers (e.g., proposals, brochures, marketing fliers). A Full Edit goes beyond the Grammar Edit to include rewriting to improve sentence and paragraph structure as well as overall document organization.

Audience						Document
Author/author's group	Subject matter experts	Nonexpert technical peers	Nontechnical associates and managers	Laboratory customers	Public	
						Archival reports
						Reports that meet administrative requirements
						Journal articles (to be edited by the journal)
						Technical manuals (limited distribution)
						Preliminary research results
						View graphs
						Administrative documents/correspondence
						Conference papers
						Poster sessions
						Technical research report
						Journal articles (no further editing)
						Progress reports
						Proposals
						White papers
						SOPs, manuals
						Brochures & fliers
						High-visibility reports

Document Error	Proof-reading	Grammar Edit	Full Edit
Report structure/format			
Violations of Lab/DOE policy	X	X	X
Sequencing errors (figures, tables, refs, pagination, etc.)	X	X	X
Headings or headers/footers lack logical order			
and/or punctuation	X	X	X
Report parts do not agree: figures/tables with one another or with text; text with text	Q	X	X
Inaccessible references	X	X	X
References not in Lab format			X
Gratuitous font changes		Q	X
Nonstandard pagination, leading, margins, or indents		Q	X
Graphics (figures and tables)			
Misorientation	X	X	X
Poor reproducibility	Q	X	X
Placement		X	X
Poorly designed		Q	X
Inconsistent formatting			X
Text			
Subject/verb disagreement	X	X	X
Misspelling/typos	X	X	X
Misspelling (secondary variants)			X
Sentence fragment/run-ons/no end punctuation	X	X	X
Embarrassing dangling participles	X	X	X
Word choice (wrong word)	Q	X	X
Ambiguous pronouns	Q	X	X
Punctuation		X	X
Hyphens (spelling error)		X	X
Hyphens (<i>Chicago Manual of Style</i> rules not followed)			X
Pronoun/antecedent disagreement		X	X
Sexist pronouns		Q	X
Undefined acronyms		X	X
Acronym usage rules not followed			X
Use of English vs metric units			X
Wrong or ambiguous technical abbreviations/symbols		Q	X
Nonstandard or inconsistent use of abbreviations/symbols			X
Nonstandard number usage			X
Inconsistent equation formatting		Q	X
Undefined technical jargon		Q	X
Word usage errors		X	X
Misplaced modifiers		X	X
Overly complex sentences		X	X
Paragraphing (length)		X	X
Paragraphing (coherence)		Q	X
Incomplete comparisons			X
Faulty parallelism			X
Lack of subordination or emphasis			X
Wordiness			X
Overmodified nouns			X
Overuse of passive voice			X
Organization of report			X